

# **Oregon Library Services and Technology Act Five-Year State Plan 2003-2008**

## **Mission**

The mission of the Oregon State Library is:

- ♦ To provide quality information services to Oregon state government.
- ♦ To provide reading materials to blind and print-disabled Oregonians.
- ♦ To provide leadership, grants, and other assistance to improve local library service for all Oregonians.

Administering the LSTA grant program is a responsibility in fulfillment of the third role in the Oregon State Library mission. Unless otherwise specified, the five-year plan applies to all types of libraries.

## **Glossary of Planning and Evaluation Terms**

Goal: Broad statement of desired results. (Need not be stated in quantifiable terms. Progress toward the goals can be measured by lower-level intermediate outcomes and related outputs.)

High-level Outcome: A measurable indicator of societal well-being.

Strategy: Steps designed specifically to address a priority of an organization.

Intermediate Outcome: A measure of a desired result that represents a contribution to achieving a high-level outcome target.

Target: The desired level of an output or outcome measure at a specific point in time.

## **Need 1**

Oregonians need expanded, strengthened, and well-funded library services supported by education and consulting for library staff and citizen leaders.

### **Summary of need:**

- Geography and economics are barriers to continuing education for library staff and citizen leaders in the state. Continuing education takes place mainly in the metropolitan area and the mid-Willamette Valley. Libraries in the Central, Eastern, and Southern parts of the state are a 3-7 hour drive from the Valley. The low density of libraries in areas of the state, and the small numbers of staff in those areas can exacerbate the difficulty to gather for workshops. For example, sixty-six public library outlets in Central and Eastern Oregon serve over 60,601 sq. miles, with a median staff of 1.55 full-time equivalents.
- According to Public Libraries in the United States: Fiscal Year 1999, Oregon ranks 14<sup>th</sup> in "Other income per capita" (which would include endowment income, etc.) for the nation. Only a few public libraries employ staff whose assigned jobs entail developing new sources of income for the library, and affordable education and consulting in the area of fund development is limited.
- Continuing education is needed by all levels of library staff in all types of libraries to enhance service to target populations, improve skills, and achieve quality library service. The State Library offers continuing education, as do the state's professional library organizations and consortia. Experiments have been done on delivering continuing education using interactive chat software. Satellite teleconferences are increasing, and can be received in every part of the state, but coordination is needed to guarantee statewide downlinks and publicity.

- There is great concern in Oregon about the deterioration of school library services. An application of the Oregon Quality Education Model to the number of schools in the state calls for 748 library media specialists while in the year 2000-01 there were 555 working media specialists in Oregon's schools.
- Public Libraries in the United States: Fiscal Year 1999 indicates that Oregon ranks 19<sup>th</sup> in the nation with 2.66 MLS librarians per 25,000 population. The 2001 Oregon Public Library Statistical Report shows an average of 1.95 librarians per 25,000 population, or 15% on average of all staff in public libraries. The 2002 Oregon Academic Library Statistical Report shows that academic librarians with a MLS comprise 69% of reported library staff.
- Trustees of public libraries serve four-year terms with the possibility of having their terms renewed for another four years. The terms of trustees are also staggered and terms expire every year. This regular turnover in trustees requires continuing education and leadership skill building that is not now being satisfied on a statewide basis. Similar dynamics exist for school board members who are elected for two-year terms, and need education about the role of school libraries in student achievement.

### **LSTA Goal 1**

Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

### **High-level Outcome 1**

Oregonians have expanded, strengthened, well-funded library services provided by well-trained staff, and capable library leadership.

### **Potential Strategies**

- 1.1) Award subgrants to foster cooperation/collaboration/exchange programs for librarians and staff between libraries, especially of staff with unique skills.
- 1.2) Award subgrants to facilitate greater access to distance learning to eliminate geographic barriers.
- 1.3) Award subgrants for support of leadership institutes for library staff, trustees and school board members.
- 1.4) Award subgrants for scholarships to ALA accredited programs of graduate education in librarianship.
- 1.5) Strengthen Oregon's libraries through consultation, education, and coordination services from the Oregon State Library's Library Development Services with a focus on technology planning, fund development, and youth services consulting for public libraries.
- 1.6) Facilitate statistics gathering/dissemination for libraries, including school libraries.

### **Intermediate Outcomes and Targets**

- Percentage of Oregonians served by a public library that meets minimum service criteria. (FY2008 Target = 95%)
- National ranking of Oregon public libraries in circulation per capita. (FY2008 Target = Top 3)
- National ranking of Oregon public libraries in interlibrary loans per 1,000 population served (FY2008 Target = Top 3)
- National ranking of Oregon public libraries in reference transactions per capita. (FY2008 Target = Top 20)

- National ranking of Oregon public libraries in operating expenditures per capita. (FY2008 Target = Top 10)
- National ranking of Oregon public libraries in ALA-MLS librarians per 25,000 population served. ( FY2008 Target = Top 10)
- National ranking of Oregon academic library interlibrary loans per student FTE. (FY2008 Target = Top 5)
- National ranking of Oregon academic library reference transactions per student FTE. ( FY2008 Target = Top 10)

## **Need 2**

Oregonians need access to information through local, State, regional, national, and international electronic networks.

### **Summary of need**

- Oregon's geography and distribution of library service can pose physical challenges to serving citizens. Oregon's 3,471,700 people occupy 96,002 square miles, with 204 main and branch public libraries providing service in 36 counties. Oregon has 1256 schools (as of 2000) and 43 academic institutions serving the state.
- Libraries have varying access to educational, social, or information services delivered via the Internet. In 2000, 71% of public libraries participated in group purchasing of full-text databases while 98% of four year and community college libraries participated in group purchasing of electronic resources. All school libraries have access to full-text resources as of 2002, but the program is grant-funded and sustainability is uncertain. Significant reductions in cost of resources can be achieved through group licensing.
- Making specialized databases of local information available to Oregon libraries is a need. Web availability of specialized databases, and digitized information allows access by all library users.
- Oregon currently has legislation authorizing a reference referral service. The number of questions handled by the reference referral centers has been decreasing. Digital reference projects by Oregon libraries have been implemented on a minimal level. The document, [An Evaluation of the Oregon Library Services and Technology Act Plan 1998-2002](#), by consultants Himmel and Wilson, recommended that the Oregon State Library and the Oregon LSTA Advisory Council should work with the library community to explore innovative modes of reference service delivery.

## **LSTA Goal 2**

Develop library services that provide all users access to information through local, State, regional, national, and international electronic networks.

### **High-level Outcome 2**

Oregonians have access to information through local, State, regional, national, and international electronic networks.

### **Potential Strategies**

- 2.1) Award subgrants to leverage funding for full-text database licensing projects.
- 2.2) Award subgrants to create an organizational infrastructure to facilitate access to electronic resources.
- 2.3) Award subgrants to provide incentives for the creation of electronic presentations of material, databases, and digitization of unique collections.

- 2.4) Award subgrants to improve the content and usability of library websites in all types of libraries through collaboration and sharing of best practices.
- 2.5) Award subgrants or develop a statewide program to improve the ability of staff from Oregon public, academic, publicly-funded special libraries, and school libraries to obtain reference support and answer questions for Oregon citizens through innovative reference referral and information delivery systems, including digital reference services for unmediated patron use.

### **Intermediate Outcomes and Targets**

- Percentage of Oregonians served by a public library that participates in cooperative database licensing. (FY2008 Target = 100%)
- Percentage of Oregon K-12 students served by a school library that participates in cooperative database licensing. (FY2008 Target = 100%)
- Percentage of Oregonians served by a public library with a dedicated high bandwidth Internet connection. (FY2008 Target = 95%)
- National ranking of Oregon public libraries in reference transactions per capita. (FY2008 Target = Top 20)
- National ranking of Oregon academic libraries in reference transactions per student FTE. (FY2008 Target = Top 10)

### **Need 3**

Oregonians need access to the wealth of library materials available within the state.

#### **Summary of need**

- Oregon currently has legislation authorizing an Interlibrary Loan Net Lender Reimbursement program, and uses LSTA to fund the program. The net lender reimbursement program facilitates resource sharing in the state through grant payments to libraries that are net lenders. Combined with growth in regional resource sharing systems, the net lender program contributes to an increasing rate of materials being shared among Oregon libraries. Oregon ranks 3<sup>rd</sup> in national rankings for interlibrary loans borrowed per 1,000 population according to Public Libraries in the United States: Fiscal Year 1999.
- Public libraries in three geographic regions in Oregon are not affiliated in consortia that have shared automated resource systems. Only a handful of special libraries and school library media centers are members of multi-type library consortia that share resources. The entire Oregon University System of eight academic libraries, one community college, and eight private Oregon college libraries are members of Orbis, the academic library resource sharing consortium. Sharing of materials would be enhanced through increased interconnectivity of automated systems, leading to the ability to search a statewide catalog.
- Eight of Oregon's 17 community college libraries are members of regional multi-type automated resource sharing systems, and have the ability to borrow materials within the region. One community college has joined Orbis, the academic library resource sharing consortium. Other community colleges are automated but don't have the ability to electronically borrow and loan materials except through the national bibliographic utility that charges per transaction.
- Geographical distance between libraries and the cost of delivering materials can hinder sharing of resources. A network of locally-funded regional couriers connected to a three-state regional courier facilitates interlibrary loan and could support the return of materials borrowed through reciprocal borrowing agreements or a statewide library card. In some areas in the state either locally funded regional couriers don't exist, or individual libraries have not found it cost-effective to link up with the regional courier, thus creating some holes in statewide delivery.

### **LSTA Goal 3**

Provide electronic and other linkages among and between all types of libraries

#### **High-level Outcome 3**

Oregonians benefit from library participation in resource sharing strengthened through the creation and expansion of consortia, cooperative systems, and networks among libraries.

#### **Potential Strategies**

- 3.1) Award subgrants to build upon existing cooperative systems, networks, and electronic linkages, and achieve maximum participation of public, academic, special, and school libraries in shared automated resource sharing systems.
- 3.2) Award subgrants to create new consortia or expand participation in existing consortia communicating with electronic linkages.
- 3.3) Award subgrants to improve systems for document delivery.
- 3.4) Award subgrants to plan and build toward a statewide library catalog.
- 3.5) Maintain and enhance an interlibrary loan net-lender reimbursement program that will reimburse public and academic libraries when they loan more materials to public, academic, and school libraries, than they borrow for their own users.

#### **Intermediate Outcomes and Targets**

- National ranking of Oregon public libraries in circulation per capita. (FY2008 Target = Top 3)
- National ranking of Oregon public libraries in interlibrary loans per 1,000 population served. (FY2008 Target = Top 3)
- National ranking of Oregon academic libraries in interlibrary loans per student FTE. (FY2008 Target = Top 5)

### **Need 4**

Oregonians need libraries with strong ties to the community and awareness of community needs in order to provide quality, cost-effective library service.

#### **Summary of need**

- Past partnerships of grantees with community organizations and other agencies through Oregon's LSTA program have demonstrated the advantages of sharing expertise, bringing new clientele to the library, and achieving community involvement in the future of library services.
- 55% of Oregon public libraries serve populations of 10,000 or less, with average operating income of \$96,890, and a median operating income of \$58,045. Partnerships are necessary to share resources until such time as better governance and funding models can be established.

### **LSTA Goal 4**

Develop public and private partnerships with other agencies and community-based organizations.

#### **High-level Outcome 4**

Oregon citizens experience improved library service through sustainable, cooperative partnerships between libraries and other agencies.

## **Potential Strategies**

- 4.1) Award subgrants to projects that improve services through partnerships that facilitate cooperative use of materials, staff and programs. Examples:
- Public library-correctional institution-community College partnerships.
  - School library-public library-and other youth serving agency partnerships.
  - Public library-high school projects in which teens train seniors on computer skills.
  - Museum-historical society-library projects to create local resources.

## **Intermediate Outcomes and Targets**

- National ranking of Oregon public libraries in circulation per capita. (FY2008 Target = Top 3)
- National ranking of Oregon public libraries in operating expenditures per capita. (FY2008 Target = Top 10)

## **Need 5**

Oregonians with diverse geographic, cultural and socioeconomic backgrounds, unserved and underserved older Oregonians, people with limited functional literacy, information literacy or job skills, those whose primary language is not English, and individuals with disabilities need appropriate library services and resources.

### **Summary of need**

- The growth of the elderly population in Oregon is expected to increase rapidly, from 13.6% in 1995 to 24.2% in 2025. Transportation or mobility issues affect the use of the library by this population, and some library material formats may be difficult for seniors to use.
- While the number of public libraries providing outreach activities to socioeconomically and educationally disadvantaged persons, the regionally isolated, or populations underrepresented in library use has increased due to LSTA grants, the current economic climate dramatizes the need for more libraries to provide such services.
- The last survey of Oregon citizens about literacy skills in 1991 discovered that only 41.1% of adult Oregonians were prose literate at an intermediate level; that only 35.5% of adult Oregonians exhibited document literacy at an intermediate level; that only 39% of adult Oregonians showed quantitative literacy skills at an intermediate level. The state's mandated adult basic education programs that provide literacy training could benefit from library assistance in promoting literacy, and referring potential clients and tutors to programs.
- The Americans with Disabilities Act of 1990 established a requirement for libraries to adapt public library services to the particular needs of Oregonians who are disabled. According to the 2000 Oregon Population Survey, 12% of Oregonians reported having a physical disability. Oregonians with disabilities face access problems to library materials and services.
- Oregon has concentrations of several groups of persons with limited English-speaking ability. According to the 2000 U.S. Census, 8% of Oregon's population is Hispanic overall, with concentrations in some counties up to 20%. Libraries serve people from Southeast Asia, Eastern Europe, and the Commonwealth of Independent States (the former Soviet Union.) According to the latest census figures (2000), slightly more than 10% of Oregon's population over 5 years old spoke a language other than English at home (322,221 persons). The number of those persons who said they spoke English less than "very well" was 146,439. Of

the persons who speak Spanish at home (175,161 persons), 52.7% or 92,406 said they speak English less than “very well.”

- The Census Bureau indicates that nationwide in 2000, only about 30% of families with incomes below \$25,000 had a computer, with only 20% of families with incomes below \$25,000 having Internet access. About 62% of white non-Hispanics and 66% of Asian American adults lived in households with computers, versus 35% of African Americans and 37% of Hispanics. Only 17% of Hispanic and 20% African American households used the Internet at home while about 43% of white non-Hispanics and Asians accessed the Internet from home. Only 13% of people over 65 currently use the Internet at home. The ability to use the Internet is opening opportunities - 13% used the Internet at home for job-related tasks, and 21% of children used the Internet at home for schoolwork. The FY2000 Oregon Population Survey indicates that 70% of Oregon homes had a computer and 63% of Oregon homes had Internet service.

## **LSTA Goal 5**

Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills.

### **High-level Outcome 5**

Oregonians with diverse geographic, cultural and socioeconomic backgrounds, unserved and underserved older Oregonians, people with limited functional literacy, information or job skills, those whose primary language is not English, and individuals with disabilities access appropriate library services and resources that meet their needs.

### **Potential Strategies**

- 5.1) Award subgrants to plan and develop library services that overcome service barriers for the target groups.
- 5.2) Award subgrants to start English language skills/ literacy skills programs developed in conjunction with community college based literacy education.
- 5.3) Award subgrants for innovative adaptive technology demonstration projects in libraries.
- 5.4) Award subgrants to provide statewide resources in languages other than English.
- 5.5) Award subgrants for the development of special collections that are a part of a new service or enhance a service program intended for the target groups.

### **Intermediate Outcomes and Targets**

- Percentage of Oregonians over 65 using the public library in the past year. (FY2008 Target = 50%)
- Percentage of Hispanic Oregonians using the public library in the past year. (FY2008 Target = 60%)
- Percentage of adult Oregonians below the poverty level using the public library in the past year. (FY2008 Target =60%)

## **Need 6**

All Oregonians need excellent tax-supported library services, regardless of age, location, or economic status.

### **Summary of need**

- Approximately 9.5% of Oregon's population is "unserved", that is, they do not have access to "free" (locally tax supported) public library services. Included in that number are the residents of eight Oregon counties who are not taxed to support a legally established public library. In three counties some residents are minimally taxed for minimal service.
- There are 128 individual governmental units providing public library service in Oregon. Three of those don't provide direct service but are administrative centers. Fifty-seven percent of the remaining 125 libraries serve populations under 10,000, and 84% serve populations under 25,000 people. Sixteen percent of Oregonians are "underserved" as of 2000, that is, served by a public library that does not meet all the minimum service criteria in the Oregon Benchmarks. Inadequate funding, a lack of professional leadership, lack of economies of scale, and no coordination of library services in a geographic region are some of the problems that keep small library governance units from meeting the minimum service criteria.
- Among other underserved populations, students of all ages experience varying levels of library service when using school and public libraries in their own communities. There is a correlation between good Oregon school media centers and student achievement as discovered from a 2000 study by Dr. Keith Curry Lance, Good Schools Have School Librarians. Likewise, college and university libraries contribute to the educational mission of their institutions.
- Research is now clear in confirming the importance of print rich environments, early literacy activities, and early exposure to reading in the development of literate children who are ready to succeed in school. Research also confirms the importance of continued practice of reading and literacy activities to future educational success, and that research should be used to inform practice.

## **LSTA Goal 6**

Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget)

## **High-level Outcome 6**

All Oregonians have access to excellent tax-supported library service regardless of age, location, or economic status.

## **Potential Strategies**

- 6.1) Award subgrants to encourage the development and establishment of larger public library administrative units.
- 6.2) Award subgrants to assist in planning and establishment activities to serve Oregonians through locally tax-supported public library services.
- 6.3) Award subgrants to enable Oregonians to be served by a public library that can sustain all the minimum service criteria in the Oregon Benchmarks.
- 6.4) Award subgrants to develop quality library services for children and young adults (0-17) and their caregivers, with special emphasis on unserved and underserved youth.



- 6.5) Award subgrants for high-profile projects developed in conjunction with the Oregon Educational Media Association to demonstrate excellence in school library media centers.

**Intermediate Outcomes and Targets**

- Percentage of Oregonians served by a public library that meets minimum service criteria. (FY2008 Target = 95%)
- Percentage of Oregonians served by a public library. (FY2008 Target = 97%)
- Percentage of 3-8 yr old Oregonians in households below the poverty level using the public library in the past year. (FY2008 Target = 80%)
- Percentage of adult Oregonians below poverty level using the public library in the past year. (FY2008 Target = 60%)
- Number of Oregon counties in consolidated county or multiple county library systems. (FY2008 Target =20)

Intermediate Outcomes and Targets for the Evaluation of Oregon's  
Library Services and Technology Act Five-Year State Plan  
2003 – 2008

[illegible]

## **Policies and Procedures**

The policies and procedures under which the *Oregon Library Services and Technology Act Five-Year State Plan* will be administered are as follows:

### **Administrative Policy**

The Oregon State Library has the fiscal and legal authority and capability to administer all aspects of the LSTA. The State Library Board of Trustees approves policy regarding the administration of the LSTA. The Board makes policy decisions and awards LSTA grants after considering recommendations of the LSTA Advisory Council and the State Librarian.

### **Stakeholder Involvement**

The LSTA Advisory Council assists the State Library Board of Trustees in carrying out the *Oregon Library Services and Technology Act Five-Year State Plan* by involvement in the project proposal and grant application review processes, making recommendations after each review process, evaluating progress in accomplishing the State Plan, and advising the Board about other issues concerning the LSTA federal library grant program.

The LSTA Advisory Council consists of thirteen members and is broadly representative of library entities in Oregon including public, school, academic, and special. Special consideration is given to see that geographic areas of the state are represented, as are library users, and representatives of underserved persons, and persons with disabilities.

### **Delegation of Administration**

The State Library Board of Trustees delegates to staff responsibility for procedural implementation of the LSTA.

The State Library may expend up to 4% of allowed LSTA funds for administration of the LSTA in Oregon. The LSTA Advisory Council will annually recommend to the State Library Board anticipated expenditures for administration. Expenditures will include grants coordination staff, program services and supplies, and Council travel and meeting expenses.

### **Annual Decisions about Expenditures**

LSTA funds may be used for statewide projects and competitive grant programs that meet the priorities of the LSTA. The LSTA Advisory Council will provide leadership to balance the funds directed to various LSTA goals and priorities. The Council will annually recommend to the State Library Board anticipated funding ratios between statewide programs, whether administered by the State Library or another fiscal agent, and the competitive grant program. The Council may choose to recommend prioritizing certain Oregon LSTA goals in some grant cycles, announcing an interest in grants that achieve several goals, or inviting libraries to submit proposals to replicate successful projects. The recommended funding ratios and priorities for an upcoming year will be communicated to the library community for input prior to Council meetings.

As needed, the Council may recommend special requests for LSTA expenditures to the Board.

### **Amending the Plan**

The LSTA Advisory Council will consider whether amendments to the Five-Year State Plan are needed. The LSTA Advisory Council will invite feedback about the need for amendments from major stakeholders, taking into account library development goals of the Oregon Library Association, the Oregon Educational Media Association and other associations interested in the development of library services in Oregon. Draft amendments to the Five-Year State Plan, which can be considered as major LSTA policy decisions, will be distributed to the library community for their input before a recommendation is made to the Oregon State Library Board for approval.

### **Evaluating the Plan**

The State of Oregon revised its performance measure system in 2002 in response to legislation passed in the 2001 legislative session. The law required the Oregon Progress Board to develop performance measure guidelines for state agencies. To respond to the need to use a common language for performance measurement, the Oregon Progress Board adopted the terms put forth by the Governmental Accounting Standards Board. These terms were used in the logic model developed for evaluating the Oregon LSTA Five-Year State Plan: 2003 – 2008:

Goal: Broad statement of desired results. (Need not be stated in quantifiable terms. Progress toward the goals can be measured by lower-level intermediate outcomes and related outputs.)

High-level Outcome: A measurable indicator of societal well-being.

Strategy: Steps designed specifically to address a priority of an organization.

Intermediate Outcome: A measure of a desired result that represents a contribution to achieving a high-level outcome target.

Target: The desired level of an output or outcome measure at a specific point in time.

### **Monitoring the Plan**

The LSTA Advisory Council will monitor progress made on the Oregon LSTA Five-Year State Plan. Staff will provide annual updates of the LSTA Intermediate Outcomes to the Council. Cumulative lists of grants awarded organized by LSTA goals will be created. Using these tools the Council will monitor progress on specific goals and strategies, and make decisions for an upcoming grant cycle about prioritization of goals, or statewide programs.

Library Development staff will list each project funded in a fiscal year on the Library Development website, accompanied by an abstract describing the project, and contact information. The grant list will be organized by goals in the Five-Year State Plan.

Subgrantees will be expected to publicize each project in available and appropriate media outlets. Individual subgrantee projects submit quarterly financial and program activity reports that staff will monitor.

Peer evaluations of subgrantee projects conducted by external evaluators from the library community will be posted on the Library Development website for the benefit of all interested in the LSTA program. Library Development staff will communicate best practices derived from LSTA grants.

## **Application Procedures**

All criteria for evaluating LSTA project proposals and grant applications will be made available as part of the annual grant announcement packet. The announcement packet will be annually reviewed by the LSTA Advisory Council and distributed widely. Major changes in the guidelines will also be reviewed by the State Library Board of Trustees.

LSTA grants may be made to any legally-established public library, academic library, special library, school library, library cooperative or consortium, or to any legally established organization willing to serve as fiscal agent for a project to benefit one or more libraries.

A two-phase application process will be followed. Project proposals and full grant applications that are submitted by the deadline will be reviewed and evaluated by the LSTA Advisory Council and staff according to published criteria. The Council makes recommendations about grants to the State Library Board of Trustees.

Project proposals will be submitted first. Those evaluated highly will be recommended to the State Library Board for invitation to submit full grant applications. The invited grant applications will then be reviewed and evaluated. A list of those evaluated highly will be recommended for funding to the State Library Board. The Board of Trustees awards LSTA grants. Libraries/agencies not receiving invitations to apply for grant funds are not prohibited from doing so.

There are no predetermined limits on the amount of LSTA assistance that libraries may request. The State Library does endeavor to make as many grants as possible to libraries throughout the state. For this reason, libraries submitting proposals that would require a large portion of the state's LSTA allotment may be less competitive than smaller requests.

Indirect costs to cover administrative charges that will be incurred by the fiscal agent may be requested from LSTA funds. Indirect charges may not exceed 6% of total direct costs requested from grant funds. A copy of relevant portions of a Federally-approved indirect cost plan must be submitted with the grant application.

## **Considerations Before Applying**

Competitive grants will be awarded based on the merits of the applications in a given pool. Any sound project proposal that addresses the goals of the LSTA may be considered for funding. Addressing goals in the LSTA Five-Year State Plan will be a criterion that will be evaluated in the project proposal review process.

The State Library Board and Council value the use of LSTA funds to demonstrate new services, programs, and technologies to the Oregon library community. Innovation will be a criterion that will be evaluated in the project proposal review process. However, any sound project proposal that addresses the purposes of the LSTA may be considered for funding, regardless of the extent of innovation proposed. The Board and Council value the use of LSTA funds to demonstrate to a local community that services, programs, and technologies may be successful there, regardless of whether these services, programs, and technologies may already have been implemented by other libraries.

Technology grants for resource sharing will adhere to national standards that allow automated catalogs to be searchable by other libraries and/or permit bibliographic records to be exported to automated regional catalogs.

Continuing education subgrantees will invite participants from other types of libraries if space allows. Continuing education subgrantees should evaluate grant-funded training opportunities to collect outputs for example, to measure number of staff training hours accumulated, as well as to contribute to outcomes, for example through follow-up surveys.

The LSTA Advisory Council will expect that applicants will fully exhaust resources in the community, in particular developing partnerships to the full extent possible, before seeking LSTA funds.

Local matching support for grant projects funded from LSTA sources is not required by federal or state regulations. However, cash and/or in-kind support from local sources is expected from all applicants as evidence of local commitment to the project objectives.

Grant funding will be available for announced 12 month periods. Grants will not be made for projects that would require funding beyond one year. Libraries may re-apply for funding in subsequent years for multi-year projects. In those cases a letter of intent needs to be submitted in lieu of the project proposal. The letter should indicate that another year of grant funding will be sought, justify the continuance of support, propose the amount needed from grant funds, and comment on any additional resources obtained for the project. Full grant applications will subsequently be required.

All approved LSTA projects are expected to seek on-going funding from local or other sources to support the project once the federal aid has ended.

### **Grant Administration Procedures**

Once LSTA grant funds are released to the State, the State Library will send a Grant Contract to each subgrantee, which is a formal agreement between the state and the project fiscal agency. This contract sets out a number of requirements for administering the grant including that:

All federal funds will be expended solely for the purpose for which a grant was awarded.

All federal funds must be spent in accordance with all applicable laws and regulations governing LSTA.

Federal funds may not be used for political purposes.

If LSTA funds are used to purchase computers to access the Internet or pay direct costs associated with accessing the Internet, public and school libraries must "have in place a policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access ...to visual depictions that are obscene or child pornography."

A schedule for reporting on grant activities and financial activities will be written into the grant contract.

Funds for peer evaluation of each subgrant will be added to the approved grant amount. The State Library will match each subgrant with a peer evaluator to facilitate the evaluation of grants and the LSTA program. Multi-year grants will be assigned an evaluator early in the first year to assess progress for the LSTA Advisory Council to consider when subsequent grant applications are submitted.

Local support of agencies receiving federal funds may not be reduced because of receipt of federal funds.

### **Process of Developing the LSTA Five-Year State Plan**

The LSTA Advisory Council considered the development of the Library Services and Technology Act Five-Year State Plan at a conference call meeting on October 15, 2001. At that time the Council agreed that the subcommittee of the Council who served on the Steering Committee for the LSTA Evaluation would be an appropriate Steering Committee for the Five-Year State Plan development. The Steering Committee was expanded so that all types of libraries—public, academic, community college, school, and special—were represented. The Council proposed, and the State Library Board approved, the expenditure of LSTA funds to assist in the plan's development. The Steering Committee met by conference call on January 9, 2002 and planned the process.

On February 25 and 26, 2002, twenty-four members of the library community attended an LSTA Retreat at the State Library. The purpose of the retreat was to develop consensus around goals, objectives, and strategies to include in the next LSTA five-year state plan. Retreat participants were asked to develop a flexible plan that would allow for future possibilities, given that the Oregon's Senate Interim Task Force on Library Cooperation had yet to meet.

After hearing an overview about Oregon libraries by Jim Scheppke, a review of the Oregon Library Association's Vision 2010 by President Janet Webster, and a summary of evaluation of the first LSTA five-year plan by consultants Himmel and Wilson, the participants heard (by conference call) descriptions of successful projects in other states that Oregon does not yet carry out. The projects covered were The Colorado Digitization Project, the 24/7 digital reference project in California, the Colorado Library Card Statewide Borrower's program, and statewide/regional catalogs implemented by Innovative Interfaces Inc. in various locations. In the afternoon the work included ranking current LSTA goals and objectives in the categories of "keep", "discard", "needs major rewording", or needs "minor rewording", and generating new ideas for strategies to be funded by LSTA. On the second day of the retreat, small groups worked on the objectives and strategies to include in the five-year state plan, and reported these back to the entire group which reached agreement about accepting the conceptual objectives. Time was also spent considering different ways of evaluating the LSTA program.

The retreat facilitator transcribed the flipcharts of the accepted objectives and forwarded them to State Library staff. Staff and a member of the LSTA Advisory Council Steering Committee met on March 22nd to further develop the draft document. At this meeting, the participants made editorial decisions that resulted in some of the retreat-approved objectives being re-worked as high-level outcomes, and some being treated as strategies. The full Steering Committee reviewed the draft and made suggestions at a conference call meeting on April 9<sup>th</sup>. Staff released the revised draft electronically distributed to the library community for input in late April. The

Steering Committee met to process the input and finalize the draft. The LSTA Advisory Council considered the draft at their meeting on May 20, 2002 and the State Library Board approved the Oregon LSTA Five-Year State Plan at their meeting on June 21, 2002.

**Communication and Public Availability**

The final Oregon LSTA Five-Year State Plan will be made available to the library community on the State Library's website at <http://www.osl.state.or.us/home>. Announcements drawing attention to it will be distributed through Letter to Libraries Online, and the Oregon Library Association's electronic mailing list, and the electronic mailing lists of the Oregon Educational Media Association and the Special Libraries Association. Educational programs about the new Five-Year State Plan will be presented at association conferences and other library meetings.